

MEDICINES POLICY

2026

Our Mission Statement

Our Lady of Grace RC Primary School recognises that each member of our community is unique and made in the image and likeness of God. Our School will encourage each member:

Through **WORK**, to develop his or her potential

Through **WORSHIP**, to learn to know and love God and His world

Through **WITNESS**, to proclaim to all the peace, joy and glory of God

As Catholics we live our faith through all aspects of our lives. Our Mission Statement underpins our thinking when implementing this procedure

This policy should be read in conjunction with the following documents which are all available via the school office.

- Care Plan Agreement (Appendix A)
- Health & Safety Policy
- Supporting pupils at school with medical conditions. (Government document)
- Bury Local Authority Children's services Medicines Policy for Schools
- Educational Visits Agreement

KEY POINTS FOR CHILDREN WITH MEDICAL NEEDS

This procedure is for both short and long-term medical needs, prescribed medicines and un-prescribed medicines.

A Care Plan for each pupil with ongoing medical needs is drawn up in consultation with the parent, health professional or GP. The Health Care Plan includes Emergency Procedures.

No pupil should be given ***any*** medication without their parents' consent.

Parents and carers should organise the times that medicine is administered to be when they themselves or a nominated responsible person (friend/family) can administer it.

Occasionally school may deem it reasonable to help in administering medicine. Requests for school support in administering medicines require approval from the Head Teacher or Deputy Head Teacher.

The school Educational Visit Procedure covers the administration and storage of medicines while away from the school site.

All staff have a responsibility to ensure that the Headteacher and/or Deputy Headteacher are aware that medicines are in school or being administered by school staff. All staff have a responsibility to inform the Headteacher or Deputy Head Teacher if they receive any new or concerning information in relation to a pupil's medical conditions or medications

Parents and Carers are asked to declare all relevant medical conditions/medication in writing to the school office and keep school up to date with any changes.

It is highly unlikely that children will be allowed to have non-prescription medications in school. Only the Headteacher or Deputy Headteacher can authorise the administration of any medication.

Where a child has long- term or complex medical needs then an individual care plan needs to be put together. Children are not allowed to carry medicine. School has allocated 'safe areas' where medicine is stored. Please speak to a member of SLT if you need to store medicine.

School is committed to facilitating any training required to support managing medicines safely. Please speak to a member of Senior Leadership Team if you require training.

If receiving medicine from a parent or administering medicine to a child, staff should ensure that the Administering or Receiving Medicines Form is completed (Appendix B). Staff must liaise with the SEND Lead in case a Care Plan is required before receiving or administering medicines.

If a child or staff member becomes ill or is given the incorrect amount of medicine then the Headteacher or Deputy Headteacher should be informed immediately.

Staff have a responsibility to report any concerns with procedures or practice in administering or storing medicines to the Headteacher or Deputy Head Teacher immediately. A medicines risk assessment informs school policy. This document is stored electronically and reviewed as required.

Staff leading extra-curricular activities must complete an Extra Curricular Activity Register form which are available from the school office. Staff leading the activity have a responsibility to liaise with the class teacher regarding any medical needs/care plans.

If a pupil refuses medication. Please inform a member of the Senior Leadership Team immediately.

This policy was approved by governors Spring 2023

APPENDIX A

CARE PLAN AGREEMENT

Our Lady of Grace R.C. Primary School aims to ensure that pupils with medical conditions receive appropriate care & support at school. This agreement has been developed in line with Bury LA guidance.

The main purpose of an individual health care plan for a child with medical needs is to identify the level of support that is needed. Not all children who have medical needs will require an individual plan. Each child's needs will be assessed individually as children and young people vary in their ability to cope with challenging health conditions. It is the parent's responsibility to provide up to date medical information about their child's health. They can request a care plan throughout the school year in consultation with the SEND Lead. Care plans will be reviewed annually in consultation with the child's parents.

SHORT-TERM MEDICAL NEEDS

Any prescribed medication brought to the school office must be clearly marked with the name and year of the pupil and the recommended dosage and a care plan completed. It will be kept secure in the medical room, unless there are valid reasons for the pupils to keep that medication with them;

- asthma inhaler to be stored in red bag on the hook in the classrooms
- epi/jext pens to be kept in the office unless stated otherwise on care plan

LONG-TERM MEDICAL NEEDS

Parents should supply such information either prior to a pupil attending school or as soon as the condition becomes known in order that the school can carry out a risk assessment & put appropriate arrangements in place.

SELF-MANAGEMENT

With advice from health professionals, parental consent and pupil supervision, we will encourage pupils who can be trusted to manage their own medication.

Care Plans are categorised into three bands using a traffic light system increasing in severity from stage green to stage red (see below).

CARE PLAN CRITERIA

Stage	Description	Example
Green No Care Plan needed	Benign health issues that school requires knowledge of, but without need of intervention or a care plan and medical allergies (i.e. penicillin etc).	e.g. eczema, recurring health conditions that are managed at home etc…
Amber Care Plan needed	Non-imminent life threatening health conditions that can be generally managed and controlled by the pupil themselves.	e.g. mild asthma, food intolerances, nose bleeds, hay-fever, health challenges that affect pupils ability to function within school
Red Care Plan needed	Conditions that can escalate to serious harm (e.g. nut allergies, severe asthma, generic food allergies, serious health conditions that can cause deterioration in the child's core functions (Airways, Breathing, Cardiac).	e.g. allergies leading to anaphylaxis, general primary seizures, severe health challenges that affect the child's core functions (ABC)

All teachers will receive a whole school 'Allergies and Medical Conditions' list at the beginning of the year and new updates when appropriate in a red file. Teachers must complete 'Duplicate Care Plan Request form' if they need an additional care plan in their red file. The red file will be kept in the teacher's stock cupboard or in their desk. Staff have a duty of care to report any medical information to the SEND Lead.

This agreement was agreed by the Governing Body **Spring 2023**

ADMINISTERING OR RECEIVING MEDICINES IN SCHOOL RECORD SHEET

Date	Pupil's Name	Time	Name of medication	Dose given/amount of medicine received	Any reaction	Staff Signatures 1 = Administrator 2 = Witness	Print names
						1.	
						2.	
						1.	
						2.	
						1.	
						2.	
						1.	
						2.	
						1.	
						2.	